



# Minnesota Board of Barber Examiners

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Office e-mail: [bbe.board@state.mn.us](mailto:bbe.board@state.mn.us) Board Website: [www.barbers.state.mn.us](http://www.barbers.state.mn.us)

## Temporary Teacher Permit Application Form

Licenses/Registrations issued by the Minnesota Board of Barber Examiners are subject to a one year renewal cycle. Temporary Teacher Permits may be renewed for four years and will not be renewed for a fifth year. Permit holder must be enrolled in required courses or preparing for the Barber Instructor Examination to renew.

### Application Requirements:

- ☐ The applicant must hold a current Minnesota registered (master) barber license/registration for at least two years.
- ☐ Applicant must show proof of continuous enrollment in courses required by 2100.4500.  
Must be provided by a Board approved program or accredited college or university program. Courses include the following or their equivalent as determined by the Board:
  - Introduction to Career and Technical Education Teaching
  - Philosophy and Practice of Career and Technical Education
  - Course Development for Career and Technical Education
  - Instructional Methods for Career and Technical Education
  - Human Relations

### The following items must be submitted

- ☐ Application fee of \$80.00
- ☐ Proof of enrollment in required instructor coursework from an accredited college or university or o Board approved program.
- ☐ Verification of need for temporary teacher from Barber School
  - The Board will not issue a temporary teacher's permit for a new school or expansion of a school.

### Applicant Information Collection and Use

The information collected during the application process is used to determine eligibility for examination or barber registration/license. You are not legally obligated to provide any of the information requested. If you do not provide the information the Board may be unable to process your application resulting in the application process being delayed or the application being denied.

The Board is required to have licensee Social Security number on file by Minnesota Statute 270C.72 and cannot issue a license without having the number. Your Social Security number may be requested by and released to the Minnesota Commissioner of revenue and may be used for revenue recapture as authorized by Minnesota Statute. Minnesota Statute 13.355 classifies Social Security numbers as private data on individuals and your Social Security Number will not be released except as specifically authorized by law.

Upon issuance of a certificate, license, or registration all information provided during the application process will become public information pursuant to Minnesota Statute Chapter 13.41 Subd. 5, with the exception of Social Security Numbers as specified above.

To avoid delay in processing please complete all parts of the application and provide all requested documentation. Applications are not complete and cannot be processed until all information and documentation is provided.

You should receive information regarding the status of you application within 10 business days of the Board receiving the completed application. If you have questions regarding the application process or need assistance please call the office at 651-201-2820 Monday - Friday 8:00 am to 4:30 pm excluding holidays. If we do not answer please leave a message and we will return the call.

Pursuant to Minnesota Statutes 604.113 and 609.535, the Minnesota Board of Barber Examiners is authorized to charge a service fee of \$30.00 for any check that is returned for nonpayment.

### Applicant Information

Last Name	First Name	Middle Initial	
Address		Telephone Number	
City	State	Zip Code	County
Date of Birth	Master Barber License Number:	E-mail address (optional)	

#### Courses Completed for Instructor Qualifications

- ☐ Introduction to Career and Technical Education Teaching
- ☐ Philosophy and Practice of Career and Technical Education
- ☐ Course Development for Career and Technical Education
- ☐ Instructional Methods for Career and Technical Education
- ☐ Human Relations

#### Date Completed

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#### Courses that you are currently taking

- ☐ Introduction to Career and Technical Education Teaching
- ☐ Philosophy and Practice of Career and Technical Education
- ☐ Course Development for Career and Technical Education
- ☐ Instructional Methods for Career and Technical Education
- ☐ Human Relations

#### Where are you taking the course?

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### Barber School Requesting Temporary Teacher

Name of Barber School to Employ Applicant	Proposed start date:
Address of Barber School	School Contact Person
City, State and Zip Code	School Phone:
	School E-mail:

All barber applicants in the State of Minnesota must answer the following questions. If you answer yes to any of these questions, you must provide the additional documentation as listed.

1. Have you ever held a barber certificate/license in another State or Country? <i>If yes, list the certificate/ license type and the State/ Country in which you were certified/ licensed:</i>	<input type="radio"/> <b>Yes</b>  <input type="radio"/> <b>No</b>
2. Has any professional or occupational license, certification, registration, or permit held by you been fined, suspended, revoked, refused or denied in this or any other state, by the federal government, or any other jurisdiction? <i>If yes, you must attach all of the following:</i> <ul style="list-style-type: none"><li>• A written statement signed and dated by the applicant identifying the type of license, certificate, registration or permit and an explanation of each incident including the jurisdiction.</li><li>• A copy of the official document which establishes the resolution or final judgment.</li></ul>	<input type="radio"/> <b>Yes</b>  <input type="radio"/> <b>No</b>
3. Have you been notified by the Commissioner of Revenue, pursuant to Minnesota Statute 270C.72 that you currently owe the State of Minnesota any delinquent taxes? <i>If yes, attach a signed, dated explanation including payment plan or resolution</i>	<input type="radio"/> <b>Yes</b>  <input type="radio"/> <b>No</b>

## Licensee Responsibilities

### Temporary Teacher Permit

- You must be deemed eligible by the Board to hold a temporary teaching permit.
- You must be actively enrolled in required courses working toward eligibility to take the Instructor Examination or be eligible for the exam at the time of application.
- Proof of continued enrollment in required courses is required for renewal of the Temporary Teacher Permit.
- The Temporary Teacher Permit will be valid for four years (with annual renewal) and will **not** be renewed for a fifth year.

### Renewal

Your Temporary Teaching Permit will expire each year on December 31st.

### Name Change

If you have a change of name, please notify the board in writing and include a copy of the legal document that changed your name (marriage certificate, divorce decree, naturalization papers)

### Address Change

An address change can be completed over the telephone, by fax, in person or by e-mail. It is your responsibility to inform the board so as to not delay receipt of your renewal notice or license.

### Barber Laws and Rules

Copies of the Minnesota Barber Laws and Rules may be purchased from the Minnesota Bookstore (651.297.3000-660 Olive Street, St. Paul) or found at: [www.leg.state.mn.us](http://www.leg.state.mn.us)

**Barber Temporary Teacher Permit Application**  
**CERTIFICATION OF APPLICANT**

I certify that the information included within this Application is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Stamp

\_\_\_\_\_  
Notary Public

County: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

8/2015

*This document is available in alternative formats to individuals with disabilities by calling 651-201-2820 or through the Minnesota Relay Service at 1-800-627-3529.*  
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